

UNDERHILL PLANNING COMMISSION

Thursday, August 23, 2018 @ 6:00 PM  
Minutes

Attendance

Planning Commissioners:

Commissioner Johnathan Drew, Vice Chair  
Commissioner Nancy Bergersen  
Commissioner David Edson -  
Commissioner Patrick Lamphere -  
Commissioner Cynthia Seybolt .

Staff/Municipal Representatives:  
Andrew Strniste, Planning Director

Others Present:  
Sandy Wilmot, Underhill Resident

- [5:55] Members of the Planning Commission started to convene at Underhill Town Hall around 5:55 pm.
- [6:06] Vice Chair J. Drew called the meeting to order.
- [6:06] Vice Chair J. Drew asked for public comment. No members of the public were present to make public comment.

AGENDA ITEM: DISCUSSION PERTAINING TO TOWN PLAN FORUM GROUPS

- [6:06] Vice Chair J. Drew opined that ascertaining the timeline of events would be valuable. Staff Member Strniste advised that having a draft to present to the public this time next year would be ideal. (Discuss timeline with CCRPC) He then opined that having public input by April 1, 2019 would allow the Commission to draft and review the document to present to the public for October 2019. A discussion ensued on how and when to obtain public comment. Commissioners Drew and Seybolt opined that the commission should do some level of preparation prior to holding the forums.
- [6:15] A discussion ensued about the effectiveness of surveys. Commissioner Lamphere informed the Commission that a lot of the information obtained on past surveys were more irrelevant than not. Vice Chair J. Drew opined that each forum subgroup should gather discussion points. Resident Sandy Wilmot opined that the forum groups may influence one another as they pertain to discussion points.
- [6:21] Commissioner Edson recommended that each forum subgroup provide a description of the topics to be covered. Vice Chair J. Drew advised that each forum should be generally formatted in the following manner:
- A current state of the topic – background information;
  - A gap analysis – where the Planning Commission has made progress and tasks that were not achieved;
  - Gather input in specific areas; and
  - Restatement of the information gathered
- [6:28] Ms. Wilmot asked Staff Member Strniste his experience as it relates to Town Plan related forums. Commissioner Seybolt and Resident Wilmot discussed possible venues, including the firehouse and the library, and AccessTV. A discussion ensued about surveys and *Front Porch Forum*.

Commissioner Lamphere opined that a lot of the community does not have any idea about how our municipal government functions. Vice Chair J. Drew recommended that each forum group draft potential survey questions. The forum groups were reorganized, and are now as follows:

Forum Group 1	Forum Group 2	Forum Group 3	Forum Group 4
<b>Topics:</b> <ul style="list-style-type: none"><li>• Land Use</li><li>• Natural Resources</li><li>• Historical &amp; Cultural Resources</li></ul>	<b>Topics:</b> <ul style="list-style-type: none"><li>• Infrastructure</li><li>• Services</li></ul>	<b>Topics:</b> <ul style="list-style-type: none"><li>• Energy</li></ul>	<b>Topics:</b> <ul style="list-style-type: none"><li>• Housing</li><li>• Economic Development</li><li>• Recreation</li></ul>
<b>Members:</b> <ul style="list-style-type: none"><li>• Cynthia Seybolt</li><li>• David Edson</li></ul>	<b>Members:</b> <ul style="list-style-type: none"><li>• Patrick Lamphere</li><li>• Lea Van Winkle</li></ul>	<b>Members:</b> <ul style="list-style-type: none"><li>• John Drew</li><li>• Sandy Wilmot</li></ul>	<b>Members:</b> <ul style="list-style-type: none"><li>• Carolyn Gregson</li><li>• Nancy Bergersen</li></ul>

A discussion ensued about when the different forum subgroups would present at subsequent Planning Commission meetings. The Commission determined the following information should be presented:

1. A current state of the topic – background information;
2. A gap analysis – where the Planning Commission has made progress and tasks that were not achieved;
3. Potential survey questions.

Staff Member Strniste was tasked with figuring out what the state requires regarding Town Plan topics and information. A discussion ensued about meeting with the Conservation Commission and the information required from them. Staff Member Strniste was advised to invite them to the forum group 1 presentation.

[7:02] The following timeline was devised for presentations by forum groups:

- September 13 – Forum Group 2
- September 27 – Forum Group 4
- October 11 – Public Hearings for Proposed 2019 Town Plan amendments
- October 25 – Forum Group 3 (Energy Committee invited)
- November 8 – Forum Group 1 (Conservation Commission invited)
- November 15/29 – Reserve special meeting for reconciliation purposes.

[7:11] Staff Member Strniste advised that the newly adopted Brattleboro Town Plan was a plan that has been promoted as an exemplary plan.

**AGENDA ITEM: OLD/OTHER BUSINESS – PLANNING COMMISSION VACANCY**

[7:13] The Planning Commission discussed the current vacancy. Staff Member Strniste advised that he would draft a letter to send to Ms. Marilyn Dupree, and if he did not hear back from her, he would post an advertisement on *Front Porch Forum*.

**AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETINGS**

- [7:14] Commissioner Seybolt made a **motion to approve the minutes of June 14, 2018**. Commissioner Edson seconded the motion, which was **approved unanimously**.
- [7:15] The Commission reviewed the list of actions items and then briefly discussed the effects of private airplanes and the effects on various communities.
- [7:27] Commissioner Edson made a **motion to adjourn**, which was seconded by Commissioner Bergersen. The motion was **approved unanimously**.

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Respectfully Submitted By:

Andrew Strniste, Planning Director

The minutes of the August 23, 2018 meeting were accepted this 8 day of NOVEMBER 2018.



Johnathan Drew, Planning Commission Vice Chair

**New Action Items**

- ☐ Chair C. Gregson: Write letter to Commissioner Glidden regarding his resignation
- ☐ Chair C. Gregson: Contact Brad Holden regarding interest in joining Planning Commission
- ☐ Staff Member Strniste: Contact Marilyn Dupree regarding interest in joining Planning Commission
- ☐ Staff Member Strniste: Posting notice of the vacancies on Front Porch Forum
- ☐ Staff Member Strniste: Discuss Timeline of Town Plan Adoption with CCRPC
- ☐ Staff Member Strniste: Inquire with CCRPC about what topics and information are required to be addressed in the Town Plan
- ☐ Commission: Review Town Plan sections that were volunteered and develop presentation materials for discussion at upcoming Planning Commission meetings.

**Old, Incomplete Action Items**

- ☐ Staff Member Strniste: Provide materials pertaining to the zoning pamphlet in the coming weeks.
- ☐ Commission: Review memorandum from Transportation Board

**Completed Action Items**

- ☒ Commission: Begin thinking about Town Plan Update strategies.
- ☒ Commission: Review Energy portion of the Town Plan and energy implementation portion of the Town plan.
- ☒ Commission: Reexamine the Regulation's use chart.